



Vacancy Announcement (Announcement Number: 15-01)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Development Outreach and Communications Specialist (DOC Specialist) in the Program and Project Development Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Development Outreach and Communications Specialist, FSNPSC-10

OPENING DATE: February 6, 2015

CLOSING DATE: February 20, 2015– 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Development Outreach and Communication Specialist will work with the Senior Development Outreach and Communication Specialist in planning, designing, implementing and carrying out mission communication activities. S/he will draft information, content and/or products for public access, create and maintain the Mission's public communication information systems (such as Facebook, public website, Twitter, etc.), act as a writer/editor for the Mission as needed, and fulfill requests for information from the media and public.

REQUIRED QUALIFICATIONS:

1. **EDUCATION:** A bachelor's degree is required. A degree in the field of communications, public relations or a related area is desirable. Masters level education in the related fields of journalism, communications or public relations is advantageous.
2. **PRIOR WORK EXPERIENCE:** At least 3 years of relevant work experience in the field of public relations and corporate communications, demonstrating increasing responsibilities and knowledge.
3. **KNOWLEDGE:** Knowledge of MS Office software, web design, HTML and other media software packages (i.e. Photoshop, video editing software) is required. Experience using Facebook, Twitter,

and YouTube (preferably for organizational outreach) is required. The successful candidate must be capable of crafting information messages in various media formats (press releases, websites, video, etc.) targeting a variety of audiences. A working knowledge of media relations, publishing and events planning fields.

4. LANGUAGE: Level IV (fluent) in English and Nepali is required.
5. SKILLS AND ABILITIES: Excellent written and oral English communication skills and interpersonal skills are required. Strong organizational skills, analytical abilities and initiative to prioritize and complete tasks and manage multiple projects with minimal supervision. Ability to establish and maintain collegial relations with press and media contacts, and to use sound judgment in presenting development programs to the press, media and external audiences. Excellent inter-personal skills to ensure effective team relations. Strong organizational skills to effectively plan a variety of different events directed at promoting publicity for donor funded projects. Ability to multi-task and understand the needs and interests of various domestic and international stakeholders is required

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.

Clear: PPD: KRay
Approved: EXO: JSharp

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